

General State Agency Exemption Request Form

Use this form to request an exemption in order to buy a Catagory of Products from a source other than CALPIA. This form does not apply to California Department of Corrections (CDCR) facilities or Modular Systems Furniture orders. CALPIA exemption letters must be maintained in the departments file as proof of exemption approval. To expedite your request, please provide all information below.

Department:		Approval required by either a Procurement and contracting Officer (PCO) or Designee:	
Department Contact Information			
Contact Name:		Street Address:	
Telephone:		Mailing Address:	
Fax:			
E-Mail :			
Vendor Information			
Vendor Name:			
Vendor Address:			
Purchase Order Total	Purchase Order Number	Quantity for each line item requested	Requested Delivery Date
Provide a description of the items requested in this exemption request including all goods and/or services the contractor will provide: (Attach additional information if necessary (i.e., catalog photocopy)			
Justification for Exemption Request: (To expedite your request, please provide a detailed explanation of the reason for your request.)			
Required Approvals			
Procurement Contracting Officer (PCO) or designee:		California Prison Industry Authority Sales Manager or designee:	
Signature/Date		<input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature/Date	

Note: CDCR Customers please use form SAL-F010

Remit Completed form to: California Prison Industry Authority
 Sales Showroom
 560 East Natoma Street
 Folsom, CA 95630
 Fax (916) 322-1184

Print Form